

# **Board of Institutional Reviewer Training**

## **Professional Services Division**

### **October 2007**

#### **Overview of this Report**

This agenda item reports on the progress in revising the Board of Institutional Reviewer (BIR) training, the training plans for 07-08, and reports on the September BIR training.

#### **Staff Recommendation**

This is an information item.

#### **Revision of BIR Training**

The BIR training has been reviewed and revised for use in the revised accreditation system. The training is designed to mirror an actual site visit in the scheduling, lodging, meal plans, and the design of many of the training activities.

The BIR training prepares individuals to participate in either the site visit or program assessment accreditation activities. The training includes guided practice of each of the skills being presented, and then independent practice. On Tuesday afternoon-evening, a simulated interview, evidence review and report writing activity takes place to allow all individuals to practice what they have been learning.

#### **Training Plans for 2007-08**

Two BIR trainings have been scheduled for 2007-08 and staff is working to plan a third. The first training was held September 9-12, 2007 in Sacramento. A second training is scheduled for January 13-16, 2008 in Riverside. The Riverside training has 40 individuals that have confirmed their attendance and there is a waiting list. Staff is working to schedule a third training in late June 2008 with the location still to be determined.

#### **Summary of the September 2007 BIR Training**

The initial rollout of the revised BIR training took place during September in Sacramento. There were 20 attendees at the training, 7 current BIR members and 13 individuals new to the BIR. Jo Birdsell, Cheryl Hickey and Teri Clark presented the training with assistance from Larry Birch. In addition four PSD consultants attended all or part of the training.

The training began at noon on Sunday with a lunch and overview of the accreditation system and organization of responsibility for education policy in California. Monday's session focused on standards, the evidence necessary to determine if a standard is met, interviewing skills, and practice with each of these topics. Tuesday's session focused on utilizing the documentation, and interview evidence in coming to consensus on the standard findings—for both program and common standards. Then the session focused on writing the report. Wednesday's session focused on the topics of conflict of interest and ethics, scheduling and reimbursement process.